

### PLANT QUARANTINE INSPECTOR

Class Code: 0615 Exam Code: 6FAPN

Type of Examination: Departmental Open/Statewide

**Opening Date:** Continuous filing

Cut-Off Dates: 04/15/16 09/09/16

Salary: Range A- \$3,000 - \$3,757

Range B - \$3,261- \$4,081

**Employment Type:** Permanent Full-time

Permanent Part-time
Permanent Intermittent
Limited Term Full-time
Limited Term Part-time
Limited Term Intermittent

#### **EQUAL EMPLOYMENT OPPORTUNITY**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

#### DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

#### WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below. This is a Departmental Open Statewide examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

#### CONTINUOUS FILING INSTRUCTIONS

The testing office will accept applications continuously and will notify and test applicants as needs warrant. Testing is considered continuous as closing dates (cut-off dates) can be set at any time and eligible lists are merged. The testing period for this examination is 12 months. The beginning of the testing period is based upon when an individual is placed on the eligible list. A person may not be examined more than once in a testing period. Therefore, if you have taken this examination within the last 12 months, you are not eligible to apply or compete in this examination.

#### FINAL CUT-OFF DATES

The testing office has established the following application cut-off dates: April 15, 2016 and September 9, 2016. Submission of applications after the cut-off date will be held over for the next examination.

#### HOW TO APPLY

Submit a Standard State Application (STD. form 678) and Supplemental Application to the address indicated below.

- Standard State Application (STD. form 678) is available through the internet at https://jobs.ca.gov/Public/StateForms.aspx.
- Supplemental Application is attached below. **Applicants who do not submit a Supplemental Application will be disqualified.**
- All applications must include "to" and "from" dates (month/day/year) and time base. Applications received without this information may be rejected.
- Resumes will **not** be accepted in lieu of a completed State Application, (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Only applications with original signature will be accepted.

### DO <u>NOT</u> SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

#### WHERE TO APPLY

By mail/In person: California Department of Food and Agriculture

Examination Unit, Attn: Cindy Torres

1220 N Street, Room 242 Sacramento, CA 95814

(916) 403-6581

By e-mail: <a href="mailto:exams@cdfa.ca.gov">exams@cdfa.ca.gov</a>

**NOTE:** Facsimile (FAX) applications will not be accepted under any circumstances.

#### **ELIGIBLE LIST INFORMATION**

A Departmental "Open" list will be established for the California Department of Food and Agriculture. The names of successful competitors are merged onto the list in order of final scores, regardless of test date. Eligibility expires <u>12</u> months after it is established. Competitors must then retake the exam to reestablish eligibility.

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

#### MINIMUM QUALIFICATIONS

#### Either I

**Experience:** Six months of experience performing the duties of an Agricultural Services Technician II, Range B, in the California state service **and** 

**Education:** Equivalent to completion of nine semester units of college level course work in job-related sciences. (Applicants who are enrolled for the minimum appropriate college courses required may be admitted to the examination, but must show proof of completion before they will be considered eligible for appointment.)

#### Or II

One season of experience (approximately three months) in agricultural inspection or plant pest control work. [Completion of either (1) one year of college work with courses in the plant sciences or agricultural inspection or (2) two years of general college work may be substituted for the required experience.]

NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

#### POSITION DESCRIPTION

The Plant Quarantine Inspector series describes inspection, regulatory, and enforcement responsibilities of individuals working at border quarantine stations involved in the detection of agricultural pests and other illegal drugs or commodities to prevent their entry into California.

Incumbents at border stations make inspections of plant materials carried in automobiles and other vehicles for the presence of agricultural pests and for compliance with plant quarantine regulations; inspect shipments of fruits, nuts, and vegetables to determine compliance with fruit and vegetable standardization requirements; coordinate and cooperate with related officials in the enforcement of illegal drugs or commodities; determine violations of plant pest provisions and issue appropriate citation; make preliminary identification of insect and disease pests; send specimens to specialists for further identification; intercept and dispose of condemned articles.

This is the entry, trainee, and journey level for this series. Under close supervision as a trainee, incumbents learn inspection procedures and perform less difficult tasks. As a journeyperson, incumbents perform lead inspection duties, perform the more difficult inspections, train and guide lower level/ intermittent inspectors.

#### **EXAMINATION INFORMATION**

This examination will consist of a Supplemental Application – weighted 100%. Competitors who do not submit the Supplemental Application will be disqualified.

#### **SUPPLEMENTAL APPLICATION – WEIGHTED 100%**

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

#### SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

#### **KNOWLEDGE OF:**

- 1. Methods and procedures used in plant quarantine inspections;
- 2. General types of commodities inspected and quarantined;
- 3. The objective of plant quarantines in California.

#### **ABILITY TO:**

- 1. Communicate effectively at a level required for successful job performance;
- 2. Interpret laws, rules, and regulations and apply them to specific situations;
- 3. Secure the friendly cooperation of the traveling public and others contacted in the course of the work;
- 4. Analyze situations accurately and take effective action;
- 5. Follow directions.

#### SPECIAL PERSONAL CHARACTERISTICS

Willingness to work holidays, Saturdays, Sundays, and other odd hours; reside in areas distant from centers of population.

#### ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

#### **VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

#### CAREER CREDITS

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

#### CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture Examination Unit

1220 N Street, Room 242

Sacramento, CA 95814

Attn: Cindy Torres at (916) 403-6581 or cindy.torres@cdfa.ca.gov.

#### GENERAL INFORMATION

If you **meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure you a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in one (1) to four (4) years unless otherwise stated on this bulletin. Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), available at http://jobs.ca.gov/Job/VeteransInformation, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device TTY number: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

## CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE SUPPLEMENTAL APPLICATION EXAMINATION FOR

#### PLANT QUARANTINE INSPECTOR

The California Department of Food and Agriculture's (CDFA) Plant Quarantine Inspector examination is being given on an Open Statewide Continuous Filing basis. This examination will consist solely on this Supplement Application.

This Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and experience to effectively perform the duties relative to the classification. Candidates are responsible for reading all of the material provided prior to completing the questionnaire. The information you provide will be evaluated using predetermined rating criteria. This Supplemental Application will account for 100% of the weight of your examination for this classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. If successful, your name will be merged onto a list based on your final score.

Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Supplemental Application.

A "631 Location Preference Form" is included in this supplemental application to allow you to select the location(s) in which you are interested in working. You <u>will not</u> be scored on the "631 Location Preference Form".

NOTE: FAILURE TO ACCURATELY AND PROPERLY COMPLETE THIS SUPPLEMENTAL APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION.

#### THIS AFFIRMATION MUST BE COMPLETED:

I hereby certify and understand that the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified at any time. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from this examination, and may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California Law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

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Your signature (Required):	Date:
Print your name (Required): Your supplemental application will not be scored if you do not provide you	our name.

Submit your completed Supplemental Application <u>AND</u> your completed Standard State Application (Std. Form 678) to the address below:

California Department of Food and Agriculture
Human Resources Branch
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Cindy Torres

Attin: Cindy forres

#### <u>PART I</u>

#### **WILLINGNESS**

The following questions are job requirements. Please read each question carefully and respond by marking either **YES** or **NO** for the following three (3) questions. If you are not willing or unable to comply with some or all of the following job requirements, it may be grounds for elimination from the examination process. Not providing a response to an item will be considered a "NO" response.

Ar	e you willing to?			
1.	Work on holidays, Saturdays and Sundays?	YES	NO	
2.	Work in remote locations close to the Nevada, Oregon, and Arizona borders?	YES	NO	
3.	Work odd and irregular hours on a regular basis (shift work)?	YES	NO	
lf y	ou have answered "NO" to any of the above "WILLINGNESS"	questions, pleas	se explain why below.	

#### PART II

	<u>PART II</u>	Exp	erience		A	mount	of Tir	ne
For eac column tasks. <i>Amoun</i> followin	For each item listed below in rows "1 through 19", place ONE "X" in the <i>Experience</i> column which most accurately represents the experience you have with the following tasks. Also, for each item listed below in rows "1 through 19", place ONE "X" in the <i>Amount of Time</i> column which identifies how much time you have performing the following tasks.  NOTE: Credit will not be given for items not marked.		I have had some training or education with this task, but no experience	I have performed this task on the job.	I have no experience.	I possess 1-3 months of experience.	I possess 4-9 months of experience.	I possess 10 or more months of experience
	COMPUTER:							
1.	Ability to use software, such as Microsoft WORD, to create documents.							
2.	Ability to use software, such as Microsoft EXCEL, to create spreadsheets.							
3.	Ability to use software, such as Microsoft ACCESS, to create databases.							
4.	Ability to use a computer for data entry.							
5.	Ability to use a computer for email, such as OUTLOOK.							
	GENERAL:							
6.	Inspect nursery stock or plant material by inspecting the leaves, plant stock, roots and soil surfaces for the presence of agricultural pests.							
7.	Inspect fruits and vegetables for the presence of agricultural pests.							
8.	Identify insects or disease pests.							
9.	Interpret laws, rules and regulations and applying them to ensure compliance to specific situation.							

#### PART II

	<u>LANIII</u>	Exp	perience	)	/	Amour	nt of Ti	me
	INSTRUCTIONS:  For each item listed below in rows "1 through 19", place ONE "X" in the Experience column which most accurately represents the experience you have with the following tasks. Also, for each item listed below in rows "1 through 19", place ONE "X" in the Amount of Time column which identifies how much time you have performing the following tasks.  NOTE: Credit will not be given for items not marked.	I have had no training, education or experience with this task.	I have had some training or education with this	I have performed this task on the job.	I have no experience.	I possess 1-3 months of experience.	I possess 4-9 months of experience.	I possess 10 or more months of experience
10.	Operate office equipment such as fax machines, copy machines, and telephones in an office setting.							
11.	Operate computers, digital cameras and/or microscopes.							
12.	Follow safety guidelines and procedures in the work place.							
	COMMUNICATION SKILLS:							
13.	Deal with the public on a daily basis (i.e. sales, customer service, etc.)							
14.	Follow both verbal and written directions from managers, supervisors, or lead persons to complete assignments.							
15.	Communicate with regulatory agencies to share information (i.e. Highway Patrol, Sheriff, Caltrans, etc.).							
16.	Prepare neat, complete, and accurate reports using data collected.							
17.	Write reports, memos, letters, summaries, notes, and other job-related documents using correct English grammar to ensure complete and written materials.							
18.	Work as part of a team.							
19.	Work independently with minimal to no supervision.							

#### **PART III**

#### **NARRATIVE QUESTIONS:**

You are being given five (5) questions on the following pages for which you are to provide a narrative response.

#### **Instructions**

- Your response to each question <u>must</u> be handwritten, <u>no</u> typewritten or photocopied responses will be accepted.
- You may only use a pen or pencil.
- Limit your responses to the space provided.
- No additional pages will be accepted or considered for responses.
- You will be evaluated on content, grammar, spelling, and neatness of your answer in addressing each question.

#### Part III - Question #1:

You are a plant quarantine inspector at the Needles Border Protection Station. You started your shift at 3:00 p.m. on July 1, 2013. An hour later, you saw a blue truck with nursery stock fail to stop for inspection. You also noticed the words "Clines Trucking" on the side and there was a male driver, no passenger, and it had Wyoming license plates.

You immediately notified your supervisor, John Jovi, who will be calling the California Highway Patrol to have the truck brought back to the station for inspection. Your supervisor wants you to document in detail what you witnessed.

Using a "memo format", write a brief memo to your supervisor documenting the incident. Include all pertinent information.

#### Part III -Question #2:

Briefly describe your experience where you had to deal with either an angry or frustrated person during the course of work. Include the following in your response.

- Give one example of where you had to deal with an angry or frustrated person.
- What was your role or responsibilities?
- Give specific steps you took to resolve the situation.
- What was the final outcome?

#### Part III - QUESTION #3:

Describe your experience practicing and/or enforcing safety rules in the performance of your duties in a current or previous job. Include the following in your response.

- Give at least one example of how you practiced and/or enforced safety rules.
- What was your role or responsibility in practicing or enforcing these safety rules?
- Give examples of safety steps you followed.
- What safety equipment was used, if any?

#### Part III - QUESTION #4

Plant Quarantine Inspector's enforce state exterior quarantines. Read the persimmon root borer quarantine below and answer the following questions. Limit your answers to the space provided.

A. What is the persimmon root borer?

(Circle the appropriate answer)

- B. Are persimmon trees grown in the area under quarantine prohibited entry into California? Yes No
- C. Are persimmon fruit from the area under quarantine prohibited entry into California?

  Yes No
- D. Are persimmon trees from Hawaii prohibited entry into California under this quarantine?

  Yes No
- E. Are persimmon trees from Canada prohibited entry into California under this quarantine?

  Yes No
- F. Is unseasoned persimmon firewood from Oregon prohibited entry into California under this quarantine?

  Yes No

#### 3265. PERSIMMON ROOT BORER

State Exterior Quarantine

A quarantine is established against the following pest, its hosts and possible carriers:

- **A. Pest**. The persimmon root borer, *Sannina uroceriformis*, an insect which causes serious damage to the Oriental persimmon on Oriental rootstock.
- B. Area Under Quarantine. all states, districts and territories of the United States.
- **C. Articles and Commodities Covered**. All species and varieties of persimmon (*Diospyros* spp.) trees, parts capable of propagation (including rootstocks) and green (unseasoned) wood are declared to be hosts or possible carriers of the pest except fruits, seeds, buds, and/or scions.
- **D. Restrictions**. All articles and commodities listed in (C) are prohibited entry into California from the area under quarantine.

#### Part III - QUESTION #5

You are on duty at the Hornbrook Border Protection Station as a Plant Quarantine Inspector. At 8:45 a.m. on December 22, 2012, a commercial truck pulls up to be inspected and the driver presents the attached bill of lading for blueberry plants. Blueberry plants are a host of the causal pathogen *Pythopthera ramorum* which causes the disease Sudden Oak Death. This shipment is properly certified and meets all quarantine requirements.

Please complete the attached Warning Notice Form 66-008 by filling out the form, Boxes 1 through 15. Use the information provided on this page and the attached bill of lading to complete the form.

Warning Notices allow drivers to proceed to their destination and make their delivery. The shipments under a Warning Notice must be held at the destination pending inspection by the County Agricultural Commissioner.



3124 Calla Lily Road Lowell, OR 97452

Phone 1.800.473.3687 Fax 985-125-6852 Email sales@greenthumbsup.com www.greenthumbsup.com

Broker/Carrier:

Bill of Lading

Cline

#013840

Customer: MattMan Transaction #: 013840

Ship Date: 12/17/2012 PO Number: 123 ADV Cell

rans

Phone# 1-800-555-2305

Fax# 1-800-555-2306

Shipper:

Green Thumbs Up Nursery 3124 Calla Lily Road Lowell, OR 97452

Contact:

MattMan & Co

655 Main Street

Montague, CA 96064

Matthew Pastell 1-800-652-9852

Route:

USA

Qty of Plants No, Shipping Units Description Est Gross Weight Rate / Charges 7.770 10 Blueberry Plants 14,300 1 Envelope with packing list enclosed

Live Plants: Keep from Heat or Freeze

Keep at 40 45 degrees F

Freight Charges are: Collect

USDA - APHIS - PPQ
4700 RIVER ROAD
RIVERDALE, MD 20737
CERTIFIED UNDER 70FR301,92
AND / OR
F.O. OF DECEMBER 21, 2004
FEDERAL COOPERATIVE
DOMESTIC PLANT QUARANTINE

ESTABLISHMENT OR C.A. # 39-094677.001

State of Oregon
DEPARTMENT OF AGRICULTURE
Plant Division
635 Capitol Street NE, Salem, Oregon 97310-0110
Telephone: 503/986-4644

Shipping Permit No. 94677

This is to certify that the nursery doing business under the above permit number has been regularly inspecied and to the best of our knowledge is free from dangerous peats and diseases.

Administrator

RECEIVED, subject to the classifications and lawfully filed tariffs in effect on the date of the issue of this Bill of Lading, the property described above In apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated above which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed as to each carrier of all or any of, said property over all or any portion of said route to destination and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the bill of lading terms and conditions in the governing classification on the date of the shipment. Shipper hereby certifies that he is familiar with all the bill of lading terms and conditions in the governing classification and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

Trailer Lic. No.: HP 54963 OR Shipper: Green Thumbs Up Nursery

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STATE OF CALIFORNIA DEPARTMENT OF FOOD AND AGRICU		TIME: 1	DATE: 2	NOTICE NUMBER: HO0H2013300497	
PLANT HEALTH AND PEST PREVENTION PEST EXCLUSION BRANCH	JN SERVICES			BILL NUMBER:	3
Form 66-008 (Rev. 4/2004)					Ŭ
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CALIFORNIA	QUARAN	NIINE			
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	NE THE COUNTY AGRIC				
A	RRANGE AN APPOINTME	ENT FOR INS	PECTION	١.	
PHONE:	County Ag	gricultural Commis	sioner		
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			4	5	6
			- 11		
COMMENTS					
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SHIPPER (NAME AND ADDRESS)  RECEIVER (NAME AND ADDRESS)			7		
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			·	SHIPPER FAX:	9
RECEIVER (NAME AND ADDRESS)			10	SHIPPER FAX:  RECEIVER PHONE:  RECEIVER FAX:	9
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RECEIVER (NAME AND ADDRESS) ISSUING INSPECTOR			10	SHIPPER FAX:  RECEIVER PHONE:  RECEIVER FAX:  STATION:  HOrnbrook	9 11 12
RECEIVER (NAME AND ADDRESS)			10	SHIPPER FAX:  RECEIVER PHONE:  RECEIVER FAX:  STATION:	9
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# PLANT QUARANTINE INSPECTOR Supplemental Application California Department of Food and Agriculture BORDER PROTECTION STATIONS

(631 LOCATION PREFERENCE FORM)

Please check the county(ies) where you will accept employment. (Border Protection Station Map on next page).

Northern:	
□ <b>Del Norte County(0800)</b> Redwood Highway Smith River	□ Siskiyou County (4700)  Dorris  Hornbrook
<ul><li>Modoc County (1800)</li><li>Alturas</li><li>Tulelake</li></ul>	
Central:	
□ El Dorado County(0900) Meyers	<ul><li>Mono County (2600)</li><li>Benton</li><li>Topaz</li></ul>
□ Lassen County (2500) Long Valley	<ul><li>☐ Nevada County (2900)</li><li>Truckee</li></ul>
Southern:	
<ul><li>Imperial County (1300)</li><li>Winterhaven</li></ul>	
☐ Riverside County (3300)  Blythe	
□ San Bernardino County (3600)  Needles  Vidal  Yermo	
<u>Tenur</u>	e and Time Base
<ul><li>□ Permanent Full-Time</li><li>□ Will work any tenure (intermittent) (A)</li></ul>	ONLY (D) ( permanent, temporary) or time base (full time, part time,
PRINT YOUR NAME	SIGN YOUR NAME

